

**OFFICE OF THE STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION**



**DPA Position Vacancy
Interface Package**



REVISION HISTORY			
REVISION #	DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
1.0	04/25/2012	Malinda Randolph	Original Content

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I. INTRODUCTION

This outbound interface file is produced for the Department of Personnel Administration (DPA).

It will contain vacancy data for all departments. DPA uses this data to monitor vacancy rates and posts this information on the Personnel Information Exchange (PIE) website as a searchable database.

II. GENERAL INFORMATION

- DPA will receive this file monthly.
- The file will contain all vacant positions and the vacancy effective date.
- This interface does not require any 'Split/Merge' process.

III. TECHNICAL INFORMATION

- The interface format is a fixed length.
- The interface format will be pipe delimited.
- The file, after being generated, should be placed in the appropriate folder(s) for DPA on the MyCalPAYS SFT server.

IV. RECORD FORMAT

Program Originating Format (Number, File Code, and Name)																																																		S Vance	Feb-12																												
File Name: DPA Position Vacancy File																									Format Title:																																																						
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50																														
PAYROLL AGENCY CODE				REPORTING UNIT CODE				JOB ID										POSITION ID										POSITION EFFECTIVE DATE										POSITION TIME BASE				PERSONNEL AREA				DEPARTMENT NAME																																	
X(3)		X		X(3)		X		X(8)								X		X(8)								X		X(8)								X		9(V)99		X		X(4)		X		X(30)																																	
51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100																														
DEPARTMENT NAME (CONT)																											FACILITY NAME																																																				
																									X		X(30)																																																				
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	100																														
FACILITY NAME (CONT)				CLASS CODE				JOB TITLE																																																																							
		X		X(4)		X		X(40)																																																																							
51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100																														
VACANCY DATE																																																																															
END RECORD				→																																																																											
		X		X(6)																																																																											

Labels: ☐ Standard ☐ Non-Standard ☐ No Labels

Record Format: ☒ F Fixed - F ☐ Variable - V ☐ Undefined -U

Record Length:

☐ Input ☒ Output

Records Per Block:

Blocksize:

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FORMAT DESCRIPTION

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V. FILE DEFINITIONS

Field Name	Field Length	Field Definition
Payroll Agency Code	3	Identifies the Agency or Facility
Reporting Unit Code	3	Identifies the location
Job ID	8	Identifies the job classification
Position ID	8	Unique number that identifies the position
Position Effective Date	8	Indicates the date the position was established
Position Time Base	3	Identifies the time base of the position
Personnel Area	4	Unique number that identifies the Department/Facility
Department Name	30	Identifies the name of the Department
Facility Name	30	Identifies the name of the Facility/Institution
Class Code	4	Identifies the classification
Job Title	40	Identifies the name of the job
Vacancy Date	6	Indicates the date the position became vacant

VI. LEGACY VS. MyCalPAYS FIELDS

Legacy	MyCalPAYS
Department/Facility	Personnel Area
Serial Number	Position ID
Class Code	Job Id
Class Title	Job Title

VII. FIELD VALIDATION

(From) System Name	(From) System Field Name	(From) System Field Name	(To) System Name	(To) System Field Name	Comments	Error Handling per Field
MyCalPAYS	Cost Center	(Object Type S) HRP1001-SUBTY=A01	Various Systems	Payroll Agency Code	Derive the Payroll Agency code for the Cost Center ID. Insert digits 5-7 from the Cost Center ID	If the record does not exist search the Cost Center via the Parent Org Unit of the position and check for inheritance. If no relationship is found on the org unit, continue searching up the structure until a relationship to a cost center is found.
MyCalPAYS	Cost Center	(Object Type S) HRP1001-SUBTY=A01	Various Systems	Reporting Unit Code	Derive the Reporting Unit code for the Cost Center ID. Insert digits 8-10 from the Cost Center ID	If the record does not exist search the Cost Center via the Parent Org Unit of the position and check for inheritance. If no relationship is found on the org unit, continue searching up the structure until a relationship to a cost center is found.
MyCalPAYS	Job ID	(Object Type S) HRP1001-SOBID HRP1001-SUBTY=B007	Various Systems	Job ID	Derive the valid Job object ID from the Position ID using IT1001-B007.	If the record does not exist for the IT1001-B007 then put on the exception report with the message "Position <Object ID> does not have a Job assigned."
MyCalPAYS	Position ID	(Object Type S) HRP1000-OBJID	Various Systems	Position ID	Use the Object ID for Object	None

(From) System Name	(From) System Field Name	(From) System Field Name	(To) System Name	(To) System Field Name	Comments	Error Handling per Field
					Type 'S'	
MyCalPAYS	Position Effective Date	(Object Type S) HRP1000-BEGDA	Various Systems	Position Effective Date	Use the HRP1000-BEGDA as the Position's effective date.	None
MyCalPAYS	Work Schedule Percentage	HRP1011 - RHCSHORA-CPROZT	Various Systems	Position Time Base	Get the value from IT1011-Percentage (RHCSHORA-CPROZT)	If the record does not exist for the IT1011 then put on the exception report with the message "Position <Object ID> does not have a IT1011 record."
MyCalPAYS	Personnel Area	HRP1008 – PERSA	Various Systems	Personnel Area	Get the HRP1008-PERSA.	If there is no valid HRP1008 record for the position then includes it in the exception report with the message "<Object ID> does not have a valid IT1008 record."
MyCalPAYS	Department Name	T500P-NAME1 – Personnel Area Text	Various Systems	Department Name	If the Personnel Area Codes is DH01 then replace the last two characters of the Personnel Area with '00' for example 'DH00'. Then get the text of the Personnel Area 'DH00' and populate it in the Department Name field.	None

(From) System Name	(From) System Field Name	(From) System Field Name	(To) System Name	(To) System Field Name	Comments	Error Handling per Field
MyCalPAYS	Facility Name	T500P-NAME1 – Personnel Area Text	Various Systems	Facility Name	Get Personnel Area Text.	For those Departments that have no Facilities under them, just repeat the Department name into this field.
MyCalPAYS	Job ID	(Object Type S) HRP1001-SOBID HRP1001-SUBTY=B007	Various Systems	Class Code	Derive the valid Job object ID from the Position ID using IT1001-B007. Use only the last 4 digits of the Job ID	None
MyCalPAYS	Job Title	(Object Type S) IT1001-B007 and then (Object Type C) IT1000-STEXT	Various Systems	Job Title	Interface gets the Job object ID from the Position Relationship Infotype (IT1001-B007). And then get the IT1000 – STEXT of the Job ID.	None
MyCalPAYS	Vacancy	HRP1007 - BEGDA	Various Systems	Vacancy Date	Check the IT1007. If the IT1007 Open radio button is selected get the IT1007 BEGDA. If the IT1007 Vacancy Filled radio button is selected leave Vacancy Date field blank.	If there is no valid HRP1007 record for the position then includes it in the exception report with the message "<Object ID> does not have a valid IT1007 record."